

Credential Bundle Application Walkthrough

OVERVIEW

This is a walkthrough on how to complete the Application for Industry-Recognized Credential Bundles. If any credential in the bundle falls in the following categories, the bundle will not be considered:

1. Listed as “Standalone”
2. Listed as “Not Eligible”
3. If any new credential listed in the bundle application is not accepted onto the state list.

BIOGRAPHICAL/INSTITUTIONAL INFORMATION

1. Here is where you input your name, organization, and organization type. If there are multiple applicants working on this application, please put one name, organization, and email. The email you provide here will receive the decision letter from the Industry-Recognized Credential Review Committee after decisions have been rendered.

* 1. Applicant Name

* 2. Applicant Organization

* 3. Organization Type

- ☐ Education organization (School, Educational Service Center, Career Pathway Support Network, etc.)
- ☐ Independent business, non-profit organization, or trade organization
- ☐ Credential vendor

* 4. Applicant Email

INFORMATION ABOUT THE CREDENTIAL BUNDLE

- Please list the EMIS code AND/OR the credential name from the [state credential dashboard](#). You can copy and paste the EMIS code and name of the credential (shown under 2. in this section). Please list only one credential per line.

* 5. Please list the EMIS Codes OR the names of the credential as it appears on the [state credential dashboard](#) of the credentials you would like to include in the bundle EMIS codes can be found on the Credential Dashboard and are in the following format: the letter "C" followed by another letter and then two numbers. For instance, the EMIS code for CPR First Aid is CB62.

If a credential has not yet been evaluated for inclusion on the state list, please fill out a new credential application and indicate the credential's name below as it is listed in the new credential application. Before you submit, please ensure that all new credentials listed below have had new credential applications submitted.

Credential 1	
Credential 2	
Credential 3 (optional)	
Credential 4 (optional)	
Credential 5 (optional)	
Credential 6 (optional)	
Credential 7 (optional)	

* 6. Please list any notes that you have on the above bundle.

- To copy over the credential EMIS code and name from the [state credential dashboard](#), please right click on the credential, click on "Copy" and then "Copy Value":

Agriculture		
CB62 - CPR First Aid	Copy	Copy value
CE15 - International Society of Certified Electronics Technicians (ISCET) Certified Electronics Technician	Expand	Copy selection
CG65 - Part 107 Remote Pilot Certification	Collapse	Copy value
CH11 - NCCER Level 1 - Construction Technology	Drill down	
CH13 - NCCER Level 1 - Drywall	Show as a table	0
CH14 - NCCER Level 1 - Electrical	Expand to next level	100
	Drill up	100
	Include	0
	Exclude	0
	Unfreeze row headers	0

- In question 6, please include any notes on the credential, including if there is any complex pairing suggested, i.e. "Any two of these five different credentials."

SUPPORTING DOCUMENTATION

1. The final page of the application requires you to upload all your supporting documentation as a single PDF.
2. The required documents are:
 1. A signed letter of support from an Ohio business or trade organization indicating that this credential will result in preferential hiring
 2. A signed letter from an Ohio School District, Career Technical Planning District, or Community School indicating that, if approved, this credential will be implemented at an Ohio School
 3. A program outline of how these credentials can be used in a classroom setting. Please include a sample budget and breakdown of the trainer qualifications, materials, space, fees, universal supports, and instructional hours needed to deliver the credential
3. Most PDF software allow users to join multiple PDFs. There are free options for this service available online. Applicants should follow their institutional Information Technology policies when using online tools.